



JEFFERSON LAB EH&S COMMITTEE MEETING

April 2, 2004

9:00 AM - 10:00 AM, ARC 428

Attendees:

JEFFERSON LAB EH&S Committee Members:

James Murphy (Chairman)	Dennis Skopik
John Kelly	Sandy Prior
Robert May	

JEFFERSON LAB EH&S Committee Advisors:

Erik Abkemeier

Other Representatives:

Eric Hanson	Barbara Morgan
Christina Krasche	Ed Martin
Bert Manzlak	Hugh Williams

1. Agenda was accepted as written.
2. Snow Removal “to do” items that have been completed:
 - John Kelly has ordered grippers for the snow removal team. These can also be purchased the electronic stockroom.
3. ITP Issues:
 - Tracking of Medical Certifications- This system has been initiated and seems to be working.
 - “Expiration/Never-Taken” – Bruce Ullman will continue to keep the committee informed of the status.
 - Incorporated “Read LTT Chapter” reminder into ITP system. This has been done and positive feedback has been received.
 - ITP info added by Bruce Ullman after the meeting: We've been having a lot of trouble with delivering LTT via the Web and the Computer Center has pretty well given up trying to make it work. It was done with an application we no longer use and, until we can redo it the authorware we now use, we are taking it off the Web and asking people to do what Patty has them do for ODH, come to our computers and take it. Ironically, ODH will be on the Web in the new application as soon as Patty finishes tweaking it.
4. The Director's Office asked the Committee to develop plans for better advertising of our safety statistics. A brainstorming session developed the following suggestions:
 - Include safety information page(s) on the SWIS television monitors

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- Report monthly accident statistics in graphical form that Accelerator would give to department heads, group leaders, managers and supervisors to share during group meetings.
 - Statistics could include accidents to date in their division, department, lab-wide)
 - Bert Manzlak goes to the Physics monthly group meetings to discuss safety.
 - John Kelly receives risk code trends and could include these with suggestions for the area or department.
 - T³ could be utilized for trends.
 - Give number of open inspection items to department heads for monthly meetings
 - Give the quarterly report figures to department heads
- Utilize Computer Pop-Ups.
- Put something on the homepage of T³ – Maybe a direct link to the “Safe and Secure First” page.
- Put a big sign at the entrance to the Lab with ____ number of days without an accident.
- Put safety messages onto the CIS information page.
- Use On Target regularly

OA will follow up.

5. The Director's Office asked the Committee to develop plans for better distribution to staff of "lessons learned." A brainstorming session developed the following suggestions:

- JLab webpage, or news items when staff log on to their computers.
- Scrolling message on the SWIS television monitors
- Have Safety Concerns and Lessons Learned in every On Target as a regular feature. Content could include Safety Kudos, use of several articles, and DOE information. The following volunteered as authors:

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|------------------|-----------------|
| ▪ Bob May | ▪ Eric Hanson |
| ▪ Erik Abkemeier | ▪ Sandy Prior |
| ▪ John Kelly | ▪ Dennis Skopik |

Other potential authors include:

- | | |
|------------------|-------------------|
| ▪ Linda Even | ▪ Smitty Chandler |
| ▪ Carter Ficklen | ▪ Kris Burrows |
| ▪ Dave Kausch | |

- Write up lessons learned so that they are more relevant to a wider audience.
- EH&S staffs should continue to distribute lessons learned to relevant people in their divisions and especially ensure that supervisors have them for "toolbox meetings."
- Encourage everyone to pass lessons learned on to others who could use them.
- EH&S staff should bring handouts and flyers whenever they are invited or go to a managers meeting.
- Send “All-Staff” e-mails.

OA will follow up.

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6. Action Items:

- Rusty Sprouse to redistribute “Snow Removal Plan” for comments.
- OA to follow-up on plans to better advertise statistics and distribute lessons learned.